

## PREPARATION and APPLICATION CHECKLIST:

### The Woodrow Wilson MBA Fellowship in Education Leadership at the University of Indianapolis

**PLEASE NOTE:** *You must be nominated in order to apply to the UIndy MBA in Education Leadership and to be eligible for a WW MBA Fellowship in that program. You will receive an email after you are nominated that contains specific instructions for your application.*

**Please plan to complete and submit your application and all related materials as soon as possible following your nomination. All applications and related materials as described below must be submitted no later than October 30, 2015.**

- I. Please have an updated **résumé** in PDF format ready and accessible to you during the application process. You will be asked to upload a current résumé with your application. Please upload the résumé in the Supplemental Item section at the bottom of your account page.
- II. You are required to take either the GRE or GMAT examination if you have not already taken it, or your scores are more than 5 years old. For registration information, follow these links:
  - [GRE - Registration, Test Centers, and Dates](#)
  - [GMAT - Schedule a GMAT Appointment](#)

If you must take the GRE or GMAT, you must register as soon as possible and complete the exam NO LATER THAN October 16, 2015 to be eligible for the 2016-17 program.

If you have already taken the exam, please have your score report available as you will need to enter the exam results during the application process. **Official scores** should be sent to: University of Indianapolis, Graduate School of Education, ATTN: MBA Fellowship in Education Leadership, Esch Hall 244L, 1400 E. Hanna Avenue, Indianapolis, IN 46227.
- III. Please have **all official transcripts** from colleges or universities at which you have earned undergraduate or graduate academic credit sent to: University of Indianapolis, Graduate School of Education, ATTN: MBA Fellowship in Education Leadership, Esch Hall 244L, 1400 E. Hanna Avenue, Indianapolis, IN 46227.
- IV. The application will ask you to complete three short essay questions. This information is provided below to give you the opportunity to consider the topics and compose a response prior to starting the application process; if you complete your essays in a word processor or text editor, you can cut/paste them into the spaces provided on the application. The following information applies to the essay responses requested on the application form. **Your answers for all of the essay questions combined may not exceed 1,600 words.**

Essay Questions: You will be asked to answer the three questions below:

1. Why do you want to become an education leader and what is it about this particular program that most intrigues you?
  2. What do you believe are the 3-4 most important characteristics/traits/abilities of effective education leaders?
  3. What do you see as your greatest strengths relative to those characteristics (please provide an example(s); and those areas in which you see yourself as being in greatest need of development and why?
- V. **Recommenders:** In the Supplemental Item section at the bottom of your account page you must be prepared to provide the full names, titles, organizations, and email addresses of **two recommenders** who can address your qualities as a potential leader. The individual who nominated you must NOT be one of the two recommenders.
- V. **FOR INITIAL APPLICATION CREATION:**  
To begin your application, go to: [Create Application](#) .  
**Please note: the application link above is for CREATING the application, and should be used ONE TIME only.**

Once you access the Woodrow Wilson online application process through this link, you will create a profile and then move on to the application itself. You may save and come back to the application at any time after creating a profile, as long as you have not yet hit the "submit" button.

TO COMPLETE AN APPLICATION THAT YOU HAVE STARTED BUT NOT SUBMITTED:

When you wish to return to your application, you must use: [Return to Application](#) to get to the application login page. Otherwise, you will create duplicate applications.